G. R. S. 58
Previous references

File No 49/-07 E
Serial Nos 1 & 4

1907
(Municipal

Later references

vol 56-6 (3 & 4)
vol 8 & 9-10 3-10-12 14-17-19-23
27 & 28

GENERAL AND REVENUE SECRETARIAT.

V

Serial Nos 147

Part B for 1st 07

SUBJECT

Office Establishment of the Chairman of the Board of Trustees for the Improvement of the City of Mysore & the Executive Engineer of the Mysore City Improvements &c.

1. From the Chairman, Mysore City Improvement Board No. 567/317 dt 07
Requests sanction for the variation of the scale in the Superior establishments of the Offices of the Chairman and the Ex. Engineer of the Mysore City Improvements Trust Board Division as shown in the statement

2. Do do No 1174/317 dt 12.6.07.

Observes that the Chairman's proposal to take 3 hands from the Ex. Engrs Office and retain the Cashier Office, the Cashier of this Office is open to serious objection attaching to a combination of the functions of Cashier and Accountant in one person which can not be got over, but the Head of the Office can

heading the cash accounts with the receipts and expenditure vouchers and requests the Chairman to submit a further report with reference to this point.

3. From the Chairman No 6018/7.507

Reports on the points referred to in Serial No 2

4. To do & comptroller No 2393-4/12/7/07

Sanctions the redistribution of the Office establishment effected by the Chairman.

GRS 11] 1906/7

GENERAL AND REVENUE SECRETARIAT

(Municipal)

NOTES

File No 491

FILE HEADING

Office establishment of the Chairman of the Bd of Trustees for the Impt of the City of Mysore and the Ex Engr of the Mysore City Improvements Division

From

The Chairman of the Bd of Trustees for the Impt of the City of Mysore

No 567 Dated 17/4/1907 Received 19/4/1907

Diary No 8873 | Enclos 1 | Spare Copies | Serial

BRIEF ABSTRACT OF LETTER

Requests Sanction for the Variation of the Scale in the Superior establishments of the Offices of the Chairman and the Ex Engr of the Mysore City Improvements Division as shewn in the Statement accompanying enclosed.

NOTES AND ORDER

A Statement shewing the existing and proposed Strength of the Superior establishments of the Offices of the Chairman and the Ex Engr is attached to this Note Vide from this Statement.

Notes —First sheet

GPB—30 000-20-06

G & S 12]
General and Revenue
Secretariat

Ins File No 491 of 1906

Serial No

It will be seen that the Cashier Accountant, Cashier & Tracer are taken into the Chairman's Office from the Ex Engr's and that the Cashier of the ~~Officer~~ former is sent to the latter Office ~~and that he~~ with designation of "Cashier and Account The Ex Engr's Office Establishment (Superior) is reduced from 116-9 and that of the Chairman's increased from 12 to 14

Draft order sanctioning is submitted for approval or other orders

HK 8/5/07 Please send this to the Financial Branch as this is a revision of Sete

EB 9/5/

Ins 3/11 To Branch II

HK 9/5/07 Submitted with a copy of Gno after 6.00

KS 11/5/07 This not clear if this case falls under para 2 i (b) of GO 8 S 6 S 07. The Chairman in question does not belong to Govt

Note—Contin sheet

J

G R S. 12]
General and Revenue Secretariat.

Gul File No 491 of 1907-08

Serial No

The income of the Cutcherry however mainly derived from the annual Contributions given by Govt and the Grants of the Financial Secy may therefore be necessary regarding revision of Establishment from such Contributions.

The proposal of the Chairman involves no addition to the expenditure of the Establishment as a whole and may therefore be sanctioned. One point however should be made clear. The Chairman proposes to remove from the existing Establishment of the Executive Engineer one Cashier on Rs 40 and one accountant on Rs 50 to Rs 74 and also to retain one Cashier and Accountant on Rs 40 to Rs 50. If by this it is intended to entrust the duties of Cashier and Accountant to one and the same person the arrangement is open to serious objection. These duties should be performed by separate officers and their combination in one officer can not be permitted. Sub to financial secy. Mundy 13.5.07

Intended

Amk—Cuttn. sheet

GPB—30/7/07—250 ff

G R.S 2]
General and Revenue Secretariat.

Annual File No 491 of 1906

Serial No

3

A case of this kind falls under the last sentence of para 3 of G.O. No 8334-72 dy 6-5-07 q.v. the question should be dealt with in the branch of the Secretariat dealing with Municipal Funds, in consultation with the Finance branch if necessary. If the proposal does not involve an increase of cost the Finance branch need hardly be consulted

In small establishments it is not possible to always provide for separate appointments for Accountant & Cashier. but in such cases the Head of the office is expected to check the cash book with receipt & expenditure vouchers daily. The attention of the Chairman may be called to the necessity of careful check of the accounts daily.

General Revenue Secy. 14.5.07

Put up draft accordingly.

14/5/07

Revised draft is submitted.

2891 16.5.07

to the Devan thro the 1st Commissr.

15/5/1907

1 Draft altered, 2 fair copies

15/5/07

Necessary for the change

Note—Contn sheet

GPB—50,000—23 10-05

G R S. 12]
General and Revenue Secretariat.

Ind File No. 491 of 1906

Serial No

With reference to the 1st Councillor's query it is submitted that under Sec 34 the Board's resolution on the present proposal which results in the alteration in the Sanctioned Schedule seems to be necessary. The Board have passed the Budget Estimates for 1907-08 in which the alterations in the Schedule in question have are made by the Chairman. So no further resolution seems necessary. It is also submitted that the Chairman's proposal for the transfer of the Accountant of the Ex Engr's Office to his Office & his Office Cashier to the former Office contained in his letter No 384 & 12-1-1906 which had not been placed before the Board was sanctioned by Govt in their Proc No 9065 & 25-5-06. Secl (5-05)-8

25/5/07 27/5/07

3079 / 31-5-1907

Please give the draft [illegible]

NOTE.—Double sheet.

GPB—81,40317—3-07

G.H.S. 131
General and Revenue Secretariat.

Ind File No. 491 of 1906-07

Serial No.

1 To the Chairman of the Bangalore City Improvement Trust Board. G.O no 117 Pub dated Observes that the Chairman's proposal to take Stamps from the Executive Engineer's office and to send to the Cashier's office, the Cashier of his office is open to the serious objection attaching to a combination of the two functions of Cashier and Accountant in one person, which can be met only by the Head of the office constantly checking the Cash accounts (almost daily) with the receipts and expenditure vouchers and requests the Chairman to submit a further report with reference to the points.

2 From the [illegible] Officer. Letter no: 601 of 17.8.07. from the same officer Reports on the point referred to in Sl no: 1.

The Chairman describes the procedure obtaining in the matter of checking bills and preparation of accounts as also the check exercised in the Chairman's office and states that under the present arrangement prevailing the duties of Accountant Cashier are not combined.

Submits for orders of the Hon'ble Commissioner as to whether this question may be taken up when final

28.8.07

Note—Charges shown

OPH—Mysore—10-1907

G R.S 12]
General and Revenue
Secretariat

Trial File No 491 of 1906-07

7

Serial
No

orders are passed about the
amalgamation of the Trust Board
with the Municipality.

JB
30/8/07

3899
31/8/07

Please sanction the
distribution effected -

Sd/ 31 Aug 07

3771
1-9-07

Draft order is submitted

HCK dmj
4.9.07

JB
4/9/07

JS 7/9

4 To the Chairman & comptroller no 2393-4 & 12 4 07
Sanctions the redistribution & the office establish-
ment effected by the Chairman

Form—(ontin. sheet

G I H—10,00 —15 14 /

Clerical Establishment of the Offices of the Board of Trustees for the Improvement.

Chairman's Office

Existing Establishment				Proposed Establishment		
Designation		No	Pay	Designation	No	Pay
			Rs			Rs
Manager	✓	1	75-6-100	✓ Manager	1	75-6-100
Head Clerk				(1) Correspondence Section.		
Head Clerk	✓	1	40-6-50	Head Clerk	1	40-6-50
Second Clerk	✓	1	35	✓ Second Do.	1	35
Third Clerk	✓	1	30	Third Do	1	30
Munshi	✓	1	25	✓ Munshi	1	25
				(2) Compensation Section		
Accountant	✓	1	40-6-5	Accountant	1	40-6-5
Asst Accountant	✓	1	25	✓ Asst Do	1	25
Record Keeper	✓	1	25	✓ Record Keeper	1	25
Store Keeper	✓	1	30-6-35	✓ Store Keeper	1	30-6-35
				(3) Accounts Compilation Section		
				+A Accountant	1	50-6-74
—B Cashier	✓	1	40-6-50	Cashier +D	1	40
				(4) Drawing Section		
Head Draftsman	✓	1	50	✓ Head Draftsman	1	50
Asst Draftsman		1	25-6-30	Asst. Draftsman	1	25-6-30
				+C Tracer	1	20
Total		12			14	

Chairman and the Ex Engineer under
of the city of Lucknow

Executive Engineer's Office

Existing Establishment			Proposed Establishment		
Designation	No	Pay	Designation	No	Pay
Accountant	1	50	Cashier & Accountant	1	40 650
Asst Accountant	1	25	Asstt Accountant	1	25
Head clerk	1	30	Head Clerk	1	30
Deputy Clerk	1	20	Deputy Clerk	1	20
Munshi	1	20	Munshi	1	20
Record Keeper	1	25	Record Keeper	1	25
Store Keeper	1	25+10	Store Keeper	1	25+10
Head Draftsman	1	60 650	Head Draftsman	1	60 650
Asstt Do	1	20 625	Asstt Draftsman	1	20 625
Tracer (C)	1	20		0	
Cashier (D)	1	40		0	
Total	11			9	

1907

From

The Chairman,
Mysore City Improvement
Trust Board

To

The Secretary to the Government
of H H the Maharaja of Mysore,
General & Revenue Departments

Dated 17th April 1907

Despatched —

General No. 567

Enclosure No. one.

Subject.

Submits for formal Sanction of Government, a distribution Statement of the Office staff of the Chairman and that of the Executive Engineer, Mysore City Improvement Trust Board

MYSORE CITY IMPROVEMENT TRUST BOARD.

Statement showing the changes proposed to be made in the office establishment of the Board of Trustees for the Improvement of the City of

MYSORE.

No.	Name.	Designation.	Salary as per last sanction	Remarks.
		Chairman's office.		
1.	G.N.Madhava Rao.....	Manager.....	100	
		(1) Correspondence section.		
2.	M.Krishnaswami Rao. ..	Head Clerk. ...	50	
3.	E.S.Sundaram Iyer. ...	Second Clerk....	35	
4.	N.Bapanna.....	Third Clerk. ...	30	To be in charge of records &c
5.	Y.Ramakrishna Rao.....	Munshi.....	25	
		(2) Compensation section.		
6.	J.Ramaswamiah..... ...	Accountant	65	
	K.Narasimha Iyengar...	Assistant Accountant.	25	
8.	A.Doraswami Naidu.....	Storekeeper.....	35	To be in charge of registers of Trust properties, loan registers, and register of displaced population.
9.	A.Lakshminarayana Rao.	Record-keeper. ...	25	To be in charge of license work.
		(3) Accounts compilation section.		
10.	M.Venkata Rao.....	..Accountant.	74	
11.	A Kuppu Rao...	Cashier	40	
		(4) Drawing section.		
	A.P.Narayanaswami Mudaliar.....	Head Draftsman...	50	
	M.Simhadrish.	Assistant Draftsman..	25 to 30	
	S.Nilakantiah..	..Tracer	20	

No.	Name.	Designation.	Salary per mensem Rs.	Remarks.
	Executive Engineer's office establishment.			
1.	T.G.Subba Rao.....	Cashier and Accountant...	50	✓
2.	R.Purniah	Assistant Accountant.....	25	✓
3.	S.Govindaraja Mudaliar.....	Head Clerk.....	30	✓
4.	B.Venkataramana Chetty.	Deputy Clerk...	20	
5.	M.Narasimha Jois...	Munshi.....	20	
6.	M.Ramachengiah....	Record-keeper..	25	
7.	D. Venkatachelliah..	Store-keeper ..	25÷10	
8.	T.Veerasari Naidu..	Head Draftsman.	40 to 50	
9.	D.L.Putta Jois. ...	Assistant Draftsman.....	20 to 25	

Mysore,
Dated 17th April 1907.

Chairman.

✓

Atr Sus

324

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491

File No. 06

Serial No. 2

Ind 702.01
Sno 102
Put up with
D no 5090-07
for II on
25/6/07

JH 25/6/07

Proceedings of the Government of His Highness the Maharaja of Mysore

READ.— Letter No 5675 the 17th April 1907 from the Chairman of the Board of Trustees for the Improvement of the City of Bangalore reporting that the work on hand has increased a great deal, that the present establishment cannot cope with the work and suggesting therefore a revision of the Scale of the Superior establishment of the Office and the Office of the Engr of the Bangalore City Improvements Division which involves no extra expenditure.

over

SUBJECT

Order thereon No 11744
mil 491-06
8/12/07

The Chairman's proposal to
take the marginally noted three hands
into his office from the Ex Engr's office and
to attend
transfer to the latter office the Cashier
of this office with the designation
of "Cashier and Accountant" to open the Lemnis
objection Whilst always
attaches to a combi-
-nation of these two functi-
-ons & which can
be met only by the
Head of the Circle (almost daily) checking
the cash accounts
with the Receipts &
expenditure vouchers.
The Chairman will
be good enough
to submit a further
report with regard
to these points -

1 Accountant
2 Cashiers
3 Clerks

2 It is observed that the duties
of the Accountant and the Cashier
will be performed by one and the
same person in the Ex Engrs office
and the
Mr the Ex Engrs assessment is of course
Lemnis objection
which is considered possible to remove
for separate appointments of
Accountant and Cashier, with distinct
the Head of the Circle while
& Check the cash book with receipts
and expenditure vouchers daily
The Chairman is therefore requested
to draw the attention of the Ex Engr
to the necessity of careful check of the
accounts daily by himself

To the Secretary of the BS of Trade
for the Secretary
with Statement
a Cheque

8/12/07
15/8/07
for Secretary

D1321 6

Ml 491-06 8/3

No. 687

OFFICE OF THE CHAIRMAN OF THE BOARD OF TRUSTEES,
FOR THE IMPROVEMENTS OF THE CITY OF MYSORE

Mysore, Dated 17th August 1907

From

D.Sitarama Rao. Esquire,

Chairman of the Board of Trustees,
Mysore City Improvements.

To

C.S.Balasundaram Aiyar, Esquire, B.A.
Offg. Secretary to the Govt. of H.H.the Maharaja
Of Mysore, General and Revenue Deptts.

Sir,

With reference to Government Proceedings No.11744/Ml.491-06-2 dated 12th June 1907 re-the redistribution in the sanctioned scale of establishments of the Chairman's and Executive Engineer's offices,

I have the honor to report that the work confined to the office of the Executive Engineer in the matter of accounts is, that the bills received for payment from the Sub Divl. Officers are arithmetically checked by the Cashier and then submitted to the Executive Engineer for order of payment.

2. In accordance with orders passed on bills etc., by the Exe. Engr payments are made to the parties concerned, and such transactions posted in the Cash Book daily.

3. At the close of every month, the Cash Book and all vouchers

vouchers and bills in support of the payments made by the Executive Engineer, are forwarded to the office of the Chairman.

4. The accuracy of all accounts and returns received from the Executive Engineer are checked by the Accountant (compiling branch), and one consolidated account is prepared in the prescribed forms, compiling the expenditure of both the Chairman and Executive Engineer's offices

5 The checking of accounts and registers, and bringing to notice any irregularities that may be found while examining the accounts, are ~~being~~ carried out every month by the Accountant in the Chairman's office

6. Thus, it will be seen that the duties of the Accountant and Cashier are not combined, and that what the Accountant has to do in the office of the Executive Engineer in the matter of accounts, is being done in the office of the Chairman with the additional work of preparing the combined accounts of both the offices.

7. This practice is in force from the insittution of the Trust Board. Whether the name of Accountant is borne in the establishment of the Executive Engineer or that of the Chairman, it is in the interests of the Trust Board that the accounts for the payments made by the Chairman and the Executive, are compiled only one Accountant scrutinising

8

them in terms of sanction, for submission to the Comptroller he being independent of branches of the office that ~~prepare~~ check and pass bills for payment.

I have the honor to be
Sir,
Your most obedient servant,

D Sivaramakrishnan
Chairman

E.S.S.

1914 Pub &

9
491

File No 06
Serial No 4

Diary No of letter replied to 1321

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT
(Mun)

the 190

of issue 12 9 07

Signed by

READ—

Correspondence ending with letter No 601 & the 17 August 1907 from the Chairman of the Board of Trustees for the Improvement of the City of Mysore representing that the work in his office has increased a great deal & that the present establishment cannot cope with the work and proposing therefore the revision of the scale of the Superior establishments of his office and

comp 9/9 HF

SUBJECT

(1)
and the Office of the Ex Engr
of the Improvt & Improvements Division by taking
the marginally noted hands from the latter office into his and sending the Cashier on Rs 60 of this office to the latter and debiting with the designation Cashier and Accountant.

1 Accountant on Rs 50 & 1
2 Cashier on Rs 40
3 Tracer on Rs 20

Order thereon. No 2393-4 and 4491-06- dt 12.9.07.

The redistribution of the Office establishment effected by the Chairman is Sanctioned

Sd 4/9/07
for Secy
Sd 4/9/07

To

The Chairman of the Bd of Trustees for the Impt of the City of Improvt with Staff
" Comptroller with Statement

HCS
4-9-1907